

## EMPLOYMENT TECHNICIAN I

### NATURE OF WORK

This is specialized, paraprofessional work involving the performance of personnel functions in the Employment Division of the City-County Personnel Department.

Work involves responsibility for the performance of a variety of tasks in recruiting applicants and examining qualifications of applicants, utilizing a computerized applicant tracking system and other computer applications. Duties involve working with programs such as the Mayor's Award of Excellence, the County Recognition Awards, CDL Third Party Examiners and Drug and Alcohol Testing. Considerable initiative and judgment is applied in all areas within the framework of established departmental policies and rules. Work is reviewed for completeness and accuracy through evaluation of reports by and conferences with the supervisor.

### EXAMPLES OF WORK PERFORMED

Interprets and explains personnel rules, policies and procedures to department heads, employees, applicants, and the public in order to promote better understanding of programs and procedures in the areas of recruitment.

Evaluates work experience and training of applicants and makes determination for acceptance or rejection so that vacant positions can be filled.

Develops and administers evaluation instruments in order to screen applicants; develops rating guides and supplemental questionnaires; schedules, grades and monitors testing procedures.

Works with departments, outside organizations, civic and educational groups in order to promote better understanding and support for the Personnel Department and City-County government.

Prepares the weekly job listing; writes and places advertisements in newspapers, journals and periodicals; assists in the development of recruiting materials.

Works with programs such as the Mayor's Award of Excellence, the County Recognition Awards, CDL Third Party Examiners, and Drug and Alcohol Testing.

Compiles various reports and documentation relating to recruitment and selection utilizing computer applications.

Assists in coordination of training programs.

Assists in conducting exit interviews.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of public personnel administration as related to the recruitment, evaluation and testing of applicants.

Knowledge of governmental organization and of the type and content of a wide variety of positions found in public organizations.

Knowledge of state and federal laws and regulations related to recruitment, employment, as well as drug and alcohol testing.

Knowledge of current trends, developments and modern techniques utilized in the field of recruitment and employment.

Ability to review and evaluate applicants' work experience, education and training.

Ability to apply personnel principles, practices and techniques to a wide variety of routine and moderately complex problems and assignments.

Ability to conduct interviews and to secure complete and adequate information from individuals interviewed.

Ability to present ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County officials, employees, co-workers, representatives of other agencies and the general public.

Skill in working with computers in various software applications.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, personnel management or related field and some experience in the recruitment and selection of applicants.

#### MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by college-level course work in public or business administration, personnel management or related field and some experience in personnel work; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: \_\_\_\_\_  
Personnel Director

8/90  
Revised & Title Change 5/98

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